

**MUNICIPAL CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING ONE LOCKS PLAZA LOCKPORT, NEW YORK**

**OPEN COMPETITIVE EXAMINATION
FOR
PROPERTY/PROGRAM MANAGER**

LAST DAY FOR FILING:
APRIL 13, 2016
Exam No. 61-241

DATE OF EXAMINATION:
MAY 14, 2016
Issued: 2/9/16

- FILING FEE:** A \$15.00 filing fee must accompany your application. Checks and money orders made out to the City of Lockport Department of Civil Service.
- VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies as they occur in the City of Lockport Housing Authority.
- SALARY:** \$42,979-\$52,530/Year
- DUTIES:** This is an administrative and managerial position responsible for assisting in all aspects of property/program management for multiple properties within the Lockport Housing Authority. In addition to the day-to-day management, operation, and maintenance of properties, the Property/Program Manager assists in the oversight of the marketing and leasing of properties, the preparation of vacated units for rental, inspection and repair of properties, and lease compliance of tenants. The Property/Program Manager reports to and works under the general supervision of the Executive Director. Supervision of office staff. Performs related work as required

MINIMUM

QUALIFICATIONS: Possession of a High School Diploma or a GED; and

- a.** Bachelor's Degree in Business Administration or Public Administration and one (1) year experience in property management or management of an organization, agency or company; OR
- b.** Associates Degree in Business Administration or Public Administration and three (3) years experience providing property management services or management of an organization, agency or company; OR
- c.** Continuing Education Post High School with Diploma or Certificate in Business and five (5) years experience in property management or management of an organization, agency or company.

Special Requirements:

Possession of a valid New York State Class D Drivers License at time of appointment and throughout employment.

SUBJECT OF

EXAMINATION: 1. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

2. Public contact principles and practices

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

3. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

Candidates are allowed to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Use of books and other reference material is prohibited.

Applications: Applications and filing fees must be received by the close of business on the last filing date with the Lockport Civil Service Office, Municipal Building, One Locks Plaza, Lockport NY 14094. Room M-11.

This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations with rating of exams will apply to this test.